

## **Cultural Resources Specialist III, Certified Local Government Program Manager**

Historic Preservation

Starting annual salary: \$ 43,509.31

Application deadline: April 21, 2023

The Mississippi Department of Archives and History is recruiting a Cultural Resources Specialist III, Certified Local Government Program Manager, to serve in Historic Preservation. The Certified Local Government Coordinator provides guidance to communities in their local historic preservation programs and ensures compliance with the Certified Local Government (CLG) program, which is administered through partnerships with the National Park Service.

The CLG Coordinator:

- Promotes historic preservation through organizing and coordinating educational events and workshops,
- Attends local historic preservation commission and city council meetings
- Provides technical assistance and support to communities across Mississippi with their local preservation programming
- Conducts annual reviews to ensure CLG program compliance with National Park Service standards
- Plans and organizes annual preservation training
- Collaborates with other agencies and organizations
- Creates public awareness of the Historic Preservation Division's programs
- Assists with the CLG Grant Program as needed with project reviews and site visits
- Assists with community preservation efforts
- Fulfills other duties as assigned

### **To be successful, the incumbent should demonstrate the following:**

- Strong self-management, interpersonal, and communication skills
- Dedicated work ethic
- Ability to develop and maintain stakeholder relationships

### **Preferred Programming Knowledge and Qualifications:**

- Master's Degree from an accredited four-year college or university in an academic field acceptable to the employing authority, and one year of experience in work related to the above-described duties.
- Bachelor's Degree from an accredited four-year college or university in an academic field acceptable to the employing authority, AND two years of experience in work related to the above-described duties. Preference may be given to degrees in history, historic preservation, architecture, or architectural history.
- Federal and state preservation programs administered by MDAH
- Regulations of the federal Certified Local Government program and requirements of the Certified Local Government Grant program
- Thorough understanding of the Secretary of the Interior's Standards for Rehabilitation



# JOB ANNOUNCEMENT

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### **Preferred Knowledge and Qualifications, cont.**

- National Register of Historic Places and Statewide Historic Resources Survey programs and procedures
- Mississippi's architectural history
- Cultural Resources' roles in heritage tourism

### **Special Qualifications:**

- Technical writing skills
- Understanding of legal processes and procedures
- Obtains a valid driver's license to conduct site visits independently
- Ability to speak in public

If you would like to apply for this position, please submit an online application through the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6866. The Mississippi Department of Archives and History is an equal-opportunity employer.